State of Washington
Decision Package

PLACEHOLDER

Agency: **310   Department of Corrections**
Decision Package Code/Title: **0A – Maintain Critical Offender Data Systems**

Budget Period: **2005-07**

Budget Level: **ML2 – Inflation and Other Rate Changes**

Recommendation Summary Text:
The Department requests funds to maintain, develop, and implement changes related to critical offender data systems for the management of offenders under the Department's jurisdiction. The Department is currently in the process of analyzing the requirements for maintaining and deploying the Offender Management Network Information (OMNI) system. Once this is complete, the Department will submit an update to this proposal.

Agency Total

Fiscal Detail	FY 2006	FY 2007	Total
Operating Expenditures			
001-1 – General Fund - Basic Account-State	**To Be Determined**	**To Be Determined**	**To Be Determined**

Staffing	FY 2006	FY 2007	Annual Average
FTEs	**TBD**	**TBD**	**TBD**

Program 100-Admin & Program Support

Fiscal Detail	FY 2006	FY 2007	Total
Operating Expenditures			
001-1 – General Fund - Basic Account-State	**To Be Determined**	**To Be Determined**	**To Be Determined**

Staffing	FY 2006	FY 2007	Annual Average
FTEs	**TBD**	**TBD**	**TBD**

Package Description
The Department is currently developing the OMNI system as a replacement for the outdated Offender Based Tracking System (OBTS) system, and maintaining both offender data systems. Due to fiscal constraints the replacement of the outdated OBTS system has transitioned into extended phases. The Phase II of the project will be completed in Fiscal Year 2005. In order to successfully implement OMNI there are several service requirements:

Maintenance Requirements:

- *Development and maintenance*
  Maintenance efforts are essential components to ensure that the OBTS and OMNI systems data is synchronized, and that data integrity is achieved. As well as, providing the ability to implement change requests, resulting from Legislative mandates, policy changes, and potential system corrections.

- *Transition consulting and maintenance training for Department staff*
  The Department anticipates OMNI Phase II code to be delivered to the Department in December 2004. The Department will initiate a process of testing, user acceptance testing, training, and followed by deployment.

- *Help desk support*
  Centralized customer support for the OBTS and OMNI systems.

- *Forms application*
  This OBTS application automates the data entry requirements for 40 forms. The Department is required to provide these forms to the courts, county clerks, and other entities for the purpose of ensuring accurate information regarding the status of offenders and is available in a format that is useable to the primary customer. This automated function ensures that information is provided in a timely fashion and eliminates data entry errors. The combination of the antiquated technology and partial decommissioning of the OBTS system places barriers to add any new forms to the present application. This effectively stops the application in its present scope, although the need to create new forms continues. In order to provide current levels of service, without a capacity to add new forms, prison and community staff will need to use multiple OBTS and OMNI applications and screens, and hand enter data in order to accomplish what the old application can complete automatically. A non-automated process will have a negative impact on operational efficiency and effectiveness and may place the Department and communities at risk.

- *Automatic routing of the Community Release Referral (CRR) form*
  The Department currently uses the CRR to coordinate the process of preparing offenders for transition from confinement to community supervision. The form is automatically routed to multiple staff throughout the various stages of the transition process and allows staff in multiple areas such as records, risk management, community protection unit, and Community Corrections Officers are to work simultaneously. Current plans for OMNI Phase II include development of the OMNI Offender Accountability Transition Plan (OMNI OAP w/TP) application. This application provides the same information as the CRR form. Phase II however, **does not** include the automated routing currently employed by the CCR.

- *Crimevue search application*
  The Crimevue functionality enables Department staff to access offender information from the Washington State Patrol interface. The information, such as the State Identification (SID) and Federal Bureau of Investigations (FBI) numbers, as well as the FBI fingerprint code, offender name, date of birth, and social security numbers can be retrieved from WSP and displayed and/or printed in OMNI. This functionality will eliminate the need for the Department's records staff to re-enter into the OMNI system the SID and FBI numbers, as well as the FBI fingerprint code, offender name, date of birth, and social security numbers when that information is returned from the WSP system. Connecting to WSP's interface will eliminate potential data entry errors. This functionality will also automate the audit trail required by the FBI to document each instance of system access.

- *Verification plan compliance*
  The verification plan compliance provides functionality that allows case managers to track and manage the actions required to monitor compliance with the Offender Accountability Plan.

- *Disclosure request function*
  When an outside entity requests information related to an offender, or an offender's record, the disclosure request functionality allows agency staff to record information related to these requests for information. Responding to requests for information in a timely manner is important, so the disclosure request functionality enables staff to track what information has been requested, when the information was requested, and what and when the agency's responses were. The disclosure request functionality also notifies staff when tasks related to a particular disclosure request are due. The Disclosure Request functionality allows agency staff to track requests for information from the initial request to the final response.

Unmet Operational Business Requirements:

These requirements will be prioritized during the re-assessment of the operational business needs process.

- *Release*
  Includes victim/witness and law enforcement notification

  This area supports the Department in determining an offender's plan for work and residence upon release. Acceptance of the release plan is subject to the approval of Department staff. Aftercare treatment and conditions of release are also determined in release planning. Upon release, the Department notifies law enforcement and other agencies of the offender's release, returns property and funds, registers the offender as a sex offender (if appropriate), and takes other actions as necessary.

  The module provides front line staff, local law enforcement, and communities with more timely and accurate information, and will likely result in greater community involvement in offender plans and improved monitoring of offenders.

- *Movement and Capacity Management*
  Includes Movement/Capacity Management; Workload; and Case Management

  These application areas provide the core capabilities associated with establishment, assignment, movement, and management of offender cases throughout the correctional system.

  - Movement/Capacity Management is used to identify where offenders will be transferred and housed, based on custody classification, offender programming needs, and bed availability at Department institutions.

  - Workload Assignment provides the functionality necessary to analyze and balance community correction's workload, including assignment of Community Correction Officers to specify cases and completion of initial Offender Accountability Plans (OAP) and subsequent offender evaluations.

  This module provides staff with more reliable, timely, and accurate information and will likely result in better decision making regarding the placement of offenders.

- *Disciplinary*
  Includes Disciplinary Sanctions; and Hearings

  These application areas pertain to the administration of penalties resulting from offender behavior that violates rules, laws, or sentence conditions. These areas also relate to disciplinary actions resulting from infractions committed by offenders in prison and violations committed by offenders in the community.

- *Offender Scheduling*
  Includes Resource Program Management(RPM); Offender Groups; and Offender Schedule

  Offender scheduling supports the capabilities associated with scheduling offenders for internally generated appointments and activities, as well as appointment requests not originated within the Department, (court dates, attorney and family visits). It also resolves scheduling conflicts, provides confirmation of appointment attendance by the offender and offers employees and inmates easy access to appointment and schedule information. Balanced interventions supports the administration of offenders, offender groups, group meetings, and intervention programs designed to impact criminal attitudes and values while disrupting offenders' network of friends and activities that support criminality. RPM manages the administration of a number of programs to facilitate the reformation of inmates including education, therapy, and inmate work programs. The RPM application area supports the definition of these programs, the assignment of the Department staff facilitators, program evaluations, and the assignment, tracking, and evaluation of specific offenders within a program.

- *Community Protection*
  Includes End of Sentence Review

  This application area includes the functionality needed to facilitate and coordinate the End of Sentence Review (ESR) process, which assigns, prior to release, the risk an offender poses to the community. ESR involves Department staff from institutions and the Community Protection Unit, as well as staff from other agencies and criminal justice jurisdictions. This application also tracks an offender's registration with the Washington State Patrol as a sex offender or kidnapper (if applicable). The module provides front line staff, local law enforcement, and communities with more timely and accurate information and will likely result in greater community involvement in offender plans and improved monitoring of offenders.

- *Detainers and Warrants*
  This application supports the issuing of warrants for the arrest of offenders who escape or violate conditions of release. This application also supports the notification of other agencies of an offender's location and status if they are actively seeking the offender. The application will provide the ability to generate and transmit warrants on line. There will also be a reduced lag time in warrant transmission. This module provides front line staff with more timely, accurate, and accessible information and will likely result in better decision making.

- *Presentence Investigation (PSI)*
  This application will automate the PSI, which is used by the courts to determine an appropriate sentence for convicted sex offenders and mentally ill offenders. It will support the gathering of information from outside sources on offenders awaiting sentencing and will provide the ability for enhanced access to the on-line history for completed PSIs. The module provides front line staff with more timely, accurate, and accessible information and will likely result in better decision making.

- *Incident Reporting*
  This application will provide an electronic means of reporting and gathering information about incidents and infractions, and improve and streamline the management of this process. Also, data collection and analysis will be enhanced. The module provides front line staff with more timely, accurate, and accessible information and will likely result in better decision making.

- *Offender Minimum Management Unit (OMMU)/Legal Financial Obligations (LFO)*
  This application provides support for units supervising large numbers of active offenders in the field and those who have completed sentence conditions and periods of active supervision, but still have legal financial obligations (LFOs). OMNI will improve the efficiency and management of these offenders. It will generate letters and notifications to offenders and track which offenders will be reviewed. There will be improved collection performance and service to counties in their efforts to collect LFOs through better management of offender information.

- *Interstate Compact/Boarder Administration*
  This application provides enhanced capability to gather information required for transferring, reporting, and tracking of Washington State offenders housed in other states and the generation of necessary forms. Improved access to data allows for questions to be answered quickly about an offender's whereabouts and status. The module provides staff with more timely and efficient information tools and will likely result in better informed decision making.

- *Indeterminate Sentencing Review Board*
  This application will provide for expanded functionality of the system to facilitate the special requirements of the Indeterminate Sentence Review Board (ISRB) and offenders under its jurisdiction by updating offender records, creating a reduction of paperwork, and providing the ability to capture necessary information from board meetings, programs, and treatment evaluations. The module provides staff with more timely, accurate, and accessible information and will likely result in better decision making.

- *Offender Property*
  This application addresses the need for tracking the offender's property whether it is contraband or appropriately issued to the offender. Automated administration and correspondence will allow for the ability to resolve property disputes more effectively and will assist in distinguishing contraband. The module provides front line staff with more timely and accessible information and will likely result in better and more efficient decision making and less conflict between offenders and staff.

- *Grievance*
  This application will support the entire offender grievance process and will provide for a reduction in the amount of data entry for the recording of grievances at the various levels and dispositions. It will facilitate grievance-hearing notifications for staff and offenders and improve data analysis. The module provides front line staff with more timely, accurate, and accessible information and will likely result in better informed decision making.

- *Offender Healthcare Records*
  Includes medical, dental, pharmacy, and mental health records

  This application will support health care records process and will provide consistent and timely information related to the health care of offenders. Providing care is a challenge within the Department, specifically since offenders are transferred among Department facilities multiple times during their incarceration, and the higher rate of turnover experienced in Department health care staff

than observed in private sector health care. The automation of clinical data, (i.e. records, scheduling), will increase the time practitioners have for direct patient care by elimination of manual and duplicate efforts.

- *Offender Banking*
  Includes Inmate Account and Inmate Store, Cost of Supervision
  This application will automate trust fund activities, and interfaces with other systems information sources, (i.e. health care records/co-pays).

- *Offender programs*
  Includes Chemical Dependency, Community Service, and Sex Offender Treatment Program
  This application automates the management and delivery of essential programming services to offenders, as well as provides the Department's staff the tools and data to ensure in delivery of quality programs.

- *Public Access*
  This application will provide the necessary coordination between facilities, by reducing repetitive processes, i.e. performing multiple background checks and providing the ability to report/search for historical visitor information.

- *Automating Manual Functions*
  Includes Case File Audit and Victim/Witness
  This application will reduce duplicative efforts and save the Department's staff time by automating manual functions, (i.e. manual completion of face sheet during audit, recreating letters), allowing staff to focus on more direct services to offenders.

Narrative Justification and Impact Statement

How contributes to strategic plan:
This request is critical to agency activities, the strategic plan, and statewide results. The request ensures that the Department has the necessary resources to maintain current levels of service and performance.

This request is required to sustain the agency activities *Confine Convicted Adults in State Prisons, Health Care Services for Adults in State Prisons, Education of Convicted Adults in State Prisons, Supervise High-Risk Adult Offenders in the Community*, *Supervise Moderate-Risk Adult Offenders in the Community,* and *Corrections-Core Administration*. The resources identified will be directed to support the agency objective to increase information technology infrastructure capacity connectivity so that the Department data is assured by a robust data and information infrastructure. This objective and strategy move the Department closer to meeting its high-level organizational goal to enhance organizational capacity and competency. This high-level goal is an intermediate outcome and helps achieve statewide results that improve the safety of people and property.

Performance Measure Detail
No measures were submitted for this package.

Reason for change:
The workload associated with maintaining two separate offender data systems requires additional positions to manually produce reports, data requests, and changes to offender records necessary for the management of offenders.

Impact on clients and services:

The current OBTS system is antiquated, requires constant patches, and does not adequately support the Department's mission. OMNI requires maintenance and programming to keep the system current with OBTS data, Legislative mandates, policy changes, and potential system changes.

Impact on other state programs:
Without proper staffing, the Department will be unable to maintain data accessed by criminal justice agencies throughout the state.

Relationship to capital budget:
N/A

Required changes to existing RCW, WAC, contract, or plan:
N/A

Alternatives explored by agency:
The Department has considered requesting funding for contracting with the vendor to completely handle the maintenance of OMNI on a long-term basis. However, it is assumed that this request to utilize contracted funds during the next biennium to provide for knowledge transfer in the new OMNI technology will be a cost-effective approach.

Budget impacts in future biennia:
These staffing costs are ongoing into future biennia until a single system is developed for the Department. As sentencing laws and data required to manage offenders becomes more complex, the Department may be forced to request additional staff in future biennia to maintain these dual systems.

Distinction between one-time and ongoing costs:
To Be Determined.

Effects of non-funding:
Without funding for this item, the Department will not be able to maintain the systems (OBTS, OMNI and synchronization software) that support critical business functions that protect the safety of our communities.

Expenditure Calculations and Assumptions:
To Be Determined.

Object Detail	FY 2006	FY 2007	Total
A Salaries and Wages	TBD	TBD	TBD
B Employee Benefits	TBD	TBD	TBD
C Personal Service Contracts	TBD	TBD	TBD
E Goods and Services	TBD	TBD	TBD
G Travel	TBD	TBD	TBD
J Capital Outlays	TBD	TBD	TBD
Total Objects	**TBD**	**TBD**	**TBD**